

Parle Tilak Vidyalaya Association's

# M.L. Dahanukar College of Commerce

## *IQAC REPORT 2009-2010*

### **PART-A**

What is the plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and what is the outcome ?

M.L. Dahanukar College of Commerce is focused to impart quality education to the students. The college focuses on Holistic Development – Mind, Body & Spirit. The focus of our college has always been centered around the students. Our endeavour has been to give our students knowledge beyond the classrooms through workshops, seminars, industrial visits, exhibitions, guests lectures and provide them a platform to show their talents through competitions, cultural events, elocutions, debates, drama, theatre etc. Our college also aims to develop a humanitarian outlook towards the society by the social service activities conducted by the NSS unit of our college. In short we try to provide an ambience for overall development of the students and develop responsible citizens for our Great Nation.

#### **The plans laid down by college are –**

- To provide standard education to pupils.
- To maintain academic excellence.
- To make teaching and learning evaluation regularly.
- To create an atmosphere of healthy competition.
- To develop the intellectual capital amongst the students.
- To provide opportunities for All Round Development of students.

- To train the students to deal with stress.
- To encourage more and more teachers to undertake research and research related activities.
- To continue with remedial lectures, readers' club, NSS and other community based programmes.
  
- To enhance the teaching learning process by encouraging the teachers to participate and present papers at seminars.
- To continue with the practice of preparing a teaching plan for each subject at the beginning of the academic year and to make sure that it is adhered to.  
To expand the activities of the Women's Cell.
- To bring out the fullest potential of the students and prepare him for life and its varied situations so that he becomes a cultured and responsible citizen dedicated in the service of community. Training the students in communication skills and soft skills such as reading/ pronunciation/ English speaking/ writing/ Group Discussion/Job Skills/ Presentation skills etc. to prepare them for the job market.
- Conducting Industrial visit for experimental learning and providing the students with first hand experience of industrial working.
- Making the students more computer savvy.

Based on these plans, we have **ACHIEVED** the following in this academic year :

**SEMINARS/LECTURES & WORKSHOPS CONDUCTED:**

1. A lecture on Leadership and Strategic Management by Vivek Sahasrabudhe.
2. A lecture on Career Options after TY by Rashmi Patil.
3. A talk on Management as a career Option BY The Indian Institute of Management.
4. A talk on Research Guidance In Indian Insurance Sector by Vidyanand Joshi.
5. A guest lecture on "Jagruk Mumbaikar" by the Mumbai Police.
6. A lecture on "Importance of Villages by Gou Gram Sangh.
7. A talk on "Kargil Heroes by Mrs. Prabhudesai.

- How advertising is useful in daily life.

### **Introduction of Innovative Programme:**

1. Special coaching for all students coming from the socially backward category was conducted by the respective subject teachers. Students who failed in the FYBCom and SYBCom College annual exam could take benefit from these classes.
2. The Reader's Club encouraged the creativity in the young minds of the students by conducting surveys, elocution, debates, essay writing, book reviews etc.
3. Starting new courses- Education has to be need based and accordingly our college has obtained the permission from the Joint Director , Higher Education and University of Mumbai for starting with additional division in Bachelor In Accounts and Finance.
4. Conducting Industrial Visits- Industrial visits were conducted for the benefit for the students. The students were given the opportunity to visit to offices and production facilities in Mumbai and outside. Out station visits were organized to Kanha and Jabalpur, Mount Abu and Udaipur and Local Industrial Visits to Cadbury Factory (Thane), Ventura Securities (Vikhroli), Alok Industries, Nilkamal Industries (Silvassa), Shantivan (Panvel) Bhivandi etc.

### **Conducting Activities of Social Relevance:**

To enable the students on acquisition of values and developing an all-round personality the NSS unit and Rotaract Club of our college has organized numerous activities of social relevance.

1. Celebrating children's day with street children at Chakala bridge.
2. Blood Donation Camp.
3. Anti-drugs awareness campaign in collaboration with Mumbai police.
4. Awareness programme on hepatitis B.
5. Peace Rally on Hiroshima Day.
6. Street plays for awareness of HIV/ AIDs.
7. Helping in crowd control during Ganapati immersion.
8. Cleaning of Juhu beach.

9. Various programmes based on the theme of AIDs prevention and control.
10. A thalassemia Screening camp.
11. Collection and selling of products made by the students of socially disadvantaged students of Dr. Kalbag Rehabilitation Centre.

M>L>Dahanukar College was an entrant in Students in Free Enterprise (SIFE), an International Organization where students debate and present real life projects on economic solutions for social problems.

#### **Inviting Industries for Campus Recruitment-**

One of the basic aims of education is to prepare a child for future adult life. Campus placements are thus a very important activity performed by the college authorities. Some of the companies that visited the college for placements were companies like J>P>Morgan, HDFC Bank, ICICI Prudential, Thane Janta Sahakari Bank & Edelweiss Capital Services.

#### **Part B:**

#### **Activities reflecting the goals and objectives of the institution :--**

The main goal of our institution is to provide Quality Education to students of all stratas of the society. The college endeavors to cater to the needs of the present society and accordingly has changed the infrastructure and type of courses and optional subject to the students. The college has kept the following **aims and objectives** –

- To provide standard education to pupil
- To maintain academic excellence.
- To develop mental, physical, emotional and intellectual abilities of the students.
- To promote the development of scientific thinking so that the young minds are open to new ideas and innovations.
- To make teaching and learning evaluation regularly.
- To develop a sense of moral values amongst the students.

- To promote a feeling of patriotism and National Integration.
- To develop the hidden potential talents amongst the students.
- To inculcate the qualities of civil responsibilities.
- To develop a feeling of civic responsibilities.
- To develop and encourage the habit of regular reading and learning and cultivate the research culture.
- To inculcate in the students the feeling of dignity of labour.
- To make the students aware about the need to protect the environment.
- To educate students for competitive examinations.
- To provide students with vocational training which they can further pursue in later life as an occupation.
- To develop in the students qualities of leadership.
- To make the students aware of the importance of group dynamism & time management.

In short the basic aim of our college is to prepare a student for future life by making them successful in their chosen professions and making them better citizens and human beings.

To achieve these goals and objectives the following associations/bodies function in the college.

- Students' Council (Degree College)
- Students' Forum (Junior College)
- Cultural Committee
- Marathi Natya Mandal
- Marathi Vangmay Mandal
- Hindi Sahitya Mandal
- National Social Service (NSS)
- Commercial Lab.
- Co-operative Stores
- Readers' Club

- Gymkhana
- Commercial Lab.

**a) Students' council (Degree College) :--**

The students' council is an apex body of our organization and is formed on the basis of the guidelines provided by the University. The main objective of the students' council is to provide a platform to the students to explore new areas of talent, both curricular and extra curricular. It requires both inspiration and perspiration on part of the students as well as the college to conduct the various activities of the students' council in a smooth manner.

**b) Students' forum (Junior college):--**

The very young students of junior college, just out of schools are full of energy and enthusiasm and a strong desire to create an impact on the society. This vibrant and pulsating energy of the students of junior college is tapped through medium of students forum. It conducts numerous activities both co-curricular as well as extra-curricular throughout the year.

**c) Cultural committee :--**

One of the most popular committees with large students strength is the cultural committee. The talents of the students in singing, music, dancing, dramatics and other cultural areas is tapped by the cultural committee. The committee conducts numerous cultural events throughout the year and provides the students a platform for overcoming stage fear and to explore and discover the potentialities within one self.

**d) Marathi Natya Mandal:--**

It is excellent medium to experiment in the Audio-Visual art of drama. It is a literary organization providing scope for promotion of marathi dramatics. The mandal comes up with dramas which are a pleasure and must see for all lovers of marathi.

**e) Marathi Vangmay Mandal :--**

It is a powerful platform to keep alive students interest in marathi as a language which is slowly losing importance in the era of globalization. The Mandal organizes various co-curricular & extra curricular activities for the students.

**f) Hindi Sahitya Mandal :-**

It is an organization working towards enhancing the students' interests in hindi language. The Mandal organizes various co-curricular and extra-curricular activities throughout the year.

**g) National Social Service (N.S.S.)**

The National Social Service scheme has been started by the University in order to sensitize the students to various social problems present in the society. Developing moral values amongst the students is very important especially in todays materialistic world. The NSS unit of our college works in this direction and conducts numerous services of societal relevance.

**h) Co-Operative Store :-**

The Co-operative store of our college works on the totally democratic principle Of the students, For the students and By the students. Accordingly various objects of students' interests are sold by the co-operative stores at a no profit no loss policy.

**j) Reader Club – Readership in action :-**

The main purpose of this club is to enhance the reading skills of the students. The Readers' club also trains students in communication skills and soft skills which will help them in their future lives.

**j) Commercial Lab.**

It an innovative programme in our college wherein numerous curricular co-curricular and extra-curricular activities are conducted for students' welfare. Being a commerce college this programme is extremely popular in our college

**k) Special Coaching program:-**

To encourage the students appearing for H.S.C. Board Examination special coaching classes are organized for the students.

#### **1) Sports :-**

A healthy mind can exist only in a healthy body and training in sports will help an individual in this direction. The college gives opportunities to students to actively participate in numerous sports and special coaching is also provided to some.

Sports including Volleyball, Rifle Shooting, Judo, Kick Boxing, Karate, Chess are encouraged in the college.

#### **2. New academic programmes initiated (UG and PG) :--**

Keeping pace with the changing needs of time the Institution has constantly kept adding on to the already existing conventional courses by initiating new courses and adding divisions to the existing Self Financing Course of Bachelor of Accounts and Finance.

The self financing courses run along with the regular B.Com Course in the college are –

- a) **B M S** – Bachelor of Management Studies.
- b) **B A F** – Bachelor of Accounts & Finance (Additional Division added)
- c) **B B I** – Bachelor of Banking & Insurance.
- d) **B. Sc. (IT)** – Bachelor of Science In Information Technology.
- e) **B F M** – Bachelor of Financial Markets.

#### **3. Innovations in curricular design and transaction :--**



Curricular Designing is done at the University level by special committees appointed by the University and the Joint Board of studies. Some of our Senior Teachers are members of these committees.

As an endeavor to make our student's job ready M.L. Dahanukar S.F.C. has started Leadership Development Program, here students undergo special cases targeted as Language command, Presentation Skills and Job skills. Faculty for the Program are Qualified from TISS with M.Sc. in Human Development. F.Y. students are moved in the direction of Language and general communication skills, here the benchmark is to encourage students to communicate with each other and the faculty at the beginning. This serves to pique their curiosity and build confidence. The S.Y. students build on these attributes with a specific pointer in presentation skills. The TY students are taken further down the road in job Skills and other related soft skill areas.

#### **4. Inter – disciplinary programmes started :-**

Being a Single Faculty programme there is limited scope for these type of activities.

#### **5. Examination reform implemented :-**

As per UGC and University Recommendations.

**6. Candidates Qualified in NET/SET/ GATE etc.:** For that particular year there was no achievement in this area.

#### **7. Initiatives towards faculty development programmes:**

Mrs. SudhaSubramaniam completed her M.Phil. while in service in the college.

Mrs. Archana Zingade also completed her M.Phil. while in service in the college

Mrs. SudhaSubramaniam was awarded University of Mumbai Award for outstanding Presentation at the View of Mumbai International Conference- Dec. 2009.

#### **8. Total number of seminars/ Workshops/ Exhibitions conducted:**

1. A lecture on Leadership and Strategic Management by Vivek Sahasrabudhe.
2. A lecture on Career Options after TY by Rashmi Patil.

3. A talk on Management as a career Option BY The Indian Institute of Management.
4. A talk on “Kargil Heroesby Mrs. Prabhudesai
5. A talk on Research Guidance In Indian Insurance Sector by Vidyanand Joshi.
6. A guest lecture on “Jagruk Mumbaikar” by the Mumbai Police.
7. A lecture on “Importance of Villages by Gou Gram Sangh.

**9. Research projects :--**

- 1) Ph.d Completed by Dr. (Smt.) S. B. Kulkarni in 2008.

**10. Patents generated, if any :-- NIL**

**11. New collaborative research programmes :-- NIL**

**12. Research grants received from various agencies :-- NIL**

**13. Details of research scholars :--NIL**

**14. Citation index of faculty members and impact factor:NIL**

**15. Honors/Awards to the faculty :--NIL**

**16. Internal resources generated :--**

There are no internal resources generated.

**17. Details of departments getting SAP, COSIST (ASSIST)/DST. FIST, etc. Assistance/recognition :--**

Our college conducts courses mainly for undergraduate students. Hence it does not fall into the category of departments getting SAP, COSIST etc.

**18. Community Services:**

To enable the students on acquisition of values and developing an all-round personality the NSS unit and Rotaract Club of our college has organized numerous activities of social relevance.

1. Celebrating children's day with street children at Chakala bridge.
2. Blood Donation Camp.
3. Anti-drugs awareness campaign in collaboration with Mumbai police.
4. Awareness programme on hepatitis B.
5. Peace Rally on Hiroshima Day.
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#### **19. Teachers and officers newly recruited :-**

The teachers are appointed according to the subject requirement. There are vacancies if some teachers resign or retire. Accordingly new qualified teachers are recruited. All new recruitments are on clock-hour basis according to University, Government rules.

No new officer is directly recruited in the office. All post like Registrar, Accountant, Head Clerk, Sr. Clerk etc are internally filled in by promotion. There are new appointments as per vacancies. Appointment of Extra library staff Com Lab Asst. SFC.

#### **20 Teaching and Non teaching staff ratio:**

| Year      | Teaching Stafff | Non- teaching Staff | Ratio |
|-----------|-----------------|---------------------|-------|
| 2009-2010 | 60 (25+ 35)     | 43 (26+17)          | 60:43 |

#### **21. Improvements in the library services :-**

The library has installed Libsuite 5.6 in Jan 2003. Since then, all data regarding books with their status is entered in respective modules. The OPAC (Online Public Access catalog) Facility is provided to all students and staff both. The printouts of any excerpts from any book are available for students @ Rs. 2 /-per copy .

A special scheme for top rankers is introduced in the Library called 'Gold Card Scheme'. A Gold Card is given to meritorious first five rankers in each class to get one additional book other than the test books.

Now a days students have to submit projects, they have to give presentations and they have to refer to additional reference books for almost all the subjects. Hence partial open-access for reference books is provided to students for project work so that they can refer other relevant books on that topic.

## **22. New books/ journals subscribed and their cost:**

The details of Library stock added during the specified period along with the costs are as follows:

| BOOK        | TOTAL BOOK         | AMOUNT                      |
|-------------|--------------------|-----------------------------|
| Text books  | 1536 (636+900)     | 209425 (98560+ 110865)      |
| Other Books | 1336 (556+780)     | 448156 (104585+343571)      |
| Journals    | 19                 | 25986                       |
| Total       | 2304 (721+1561+22) | 683567(209425+448156+25986) |

## **23. Courses in which student assessment of teachers is introduced and the action taken on student feedback :--**

The assessment of teachers by students is introduced in all the courses, in 2002-2003. The assessment questionnaires, prepared according to guidelines of **NAAC** are distributed to the students by class teachers. The filled in questionnaires are collected by class teachers and handed over to Sr. Teachers in the college. These teachers show these to respective teachers &

discuss the points raised in them and help them to overcome the drawbacks. Some serious action like discontinuing the teacher in the next term is also considered, if needed.

## **25 Computerization of administration and the process of admissions and examination**

### **Results, issue of certificates :-**

The entire Administrative procedure, the process of Admissions, Examinations and Results are 100% computerized, with details as follows.

### **Computerization of Administration**

The Administrative procedure includes the routine jobs like maintaining the General Registers, Correspondence, Notices, Issuing Certificates. It also involves preparation of Budget, Salary Slips, payment against vouchers and other financial procedures.

The office is well equipped with computers arranged in LAN for the effective sharing of information. The administrative work is fully computerized and the details are provided below.

I) Accounts of Junior College and Degree College are separately maintained on the computer. It includes procedures like Salary Calculation, Pension Cases, Provident Fund Ledger, Arrears, Income Tax Calculations , Returns, Form 16, 16 A Certificates etc. Different Payments and Vouchers are also made using computers. The Budgets of Junior College and Degree College form a major part of this.

II) Correspondence and letters regarding Eligibility, Transfer, Verification, Migration cases are prepared on computers. The general register and notices are also done with the help of computers. Different Certificates like Bonafide, Transcripts, Recommendations and Character Certificate etc are also issued using computer.

III) The Correspondence with the U.G.C., Government, Universities, Other College etc is readily available because of use of computer. Internet facility is often used for this type of work.

- **Computerisation of Admission Work**

The process of Admissions is done by strictly following the rules and regulations set by the Government and University of Mumbai. The major work is for FYJC, FYBCOM and M.COM. PART I classes as these are the entry points for Junior, Degree and Post-Graduate studies.

The Master Lists and other Merit Lists for different categories are prepared with the help of computers and accordingly admissions are given. It helps in the preparation of Roll Call, Fee registers, Different Lists according to order of names, marks etc.

- **Examination Procedure.**

Time Table of Examination is put up on the Notice Board, one month prior to the commencement of it. The students are assigned separate examination seat numbers and accordingly seating arrangement and other details are decided. The question papers are printed using the computers. After assessment and moderation of answer-books, the marks of different subjects are entered and Result is prepared after considering all gracing rules. The consolidated result is put up on the Notice board and the individual mark lists are given to students. The entire work is carried on with help of computers.

## **26. Increase in the infrastructural facilities :--**

Massive extension and renovation of the building was commenced to add two additional floors to the already existing structure.

## **27. Technology up gradation :--**

All computers in the office are well equipped with latest hardware and software. The Library work is also done using latest software package Lib-suite 5.6. Computers, with internet facility are installed in the cabins of all officials. The details are presented in the below.

|                                   |   |    |
|-----------------------------------|---|----|
| No. of Computers in the office    | : | 10 |
| No. of Printers in the office     | : | 3  |
| No. of Printers in the SFC office | : | 1  |
| No. of Computers in SFC office    | : | 4  |
| No. of CPU with LCD in SFC office | : | 3  |
| No. of LAPTOPS in SFC office      | : | 1  |

No. of Computers in the Library : 5

No. of Computers in the SFC Library: 1

### **28. Computer and internet access and training to teachers and students :-**

M.L. Dahanukar college has begun an English Language development program for its First year students of SFC; her students are encouraged to improve English Grammar, Vocabulary, phonetics and diction. Faculty for the program is Mrs. Jennifer Gadgil. The aim of the program is to make students confident in the English language so that they do not lose out on career and higher education related opportunities because of a poor command on English. Because English is the Lingua Franca in the corporate world. A working knowledge will do wonders to the student's confidence and general demeanor towards work and career.

A well equipped computer lab having **30 Computers** is made available to students and teachers between 9.00 a.m. & 5.00 p.m. A qualified Lab Assistant is appointed in the lab to help the students. The students are given **free-internet facility**. They can also take the printout with nominal charges. It is of Great help to students while preparing their Projects & Presentations. Special Training to teachers is not available but the teachers do use the internet facility to increase their subject knowledge. Students have this subject at various levels and training is provided to them with the help of practicals. Many staff members have successfully completed the MS-CIT Course of Govt. of Maharashtra

### **29. Financial aid to students :-**

Financial help facilities are provided to needy and deserving students in the form of :

**Year 2009-2010**

| <b>Freeship</b> | <b>Amt. in<br/>Rs</b> | <b>No. of<br/>Students</b> | <b>Scholarship</b> | <b>Amt. in<br/>Rs.</b> | <b>No of<br/>Students</b> |
|-----------------|-----------------------|----------------------------|--------------------|------------------------|---------------------------|
| SC              | 1484128               | 142                        | SC                 | 830062                 | 91                        |
| OBC             | 305545                | 129                        | OBC                | 1204916                | 94                        |
| NT              | 562470                | 47                         | NT                 | 346566                 | 36                        |
| SBC             | 91880                 | 12                         | SBC                | 100555                 | 11                        |
| ST              | 36700                 | 05                         | ST                 | 14790                  | 03                        |
| Total           | 2480723               | 335                        |                    | 2496889                | 235                       |

**30. Support from the Alumni association and its activities :--**

The alumni association of MLDC regularly organizes a variety of entertaining as well as knowledge enriching experiences for its members. The activities conducted by them are:

- \* Organising get together for past students
- \* Organising seminars and workshops for the past and present students.
- \* Recognition of outstanding Alumini members.
- \* Felicitation of present students for their all year round performance.

**31. Support from the parent-Teacher Association and its activities :--**

Parents goodwill and opinion are considered to be extremely important in the smooth functioning of our college. The College activities regularly organize parent-teachers meeting and parents are encourage to give their valuable observations and opinions.

- \* Workshop and counseling is provided to parents regarding various career options available within the college as well as elsewhere.



### **32. Health services :--**

A healthy mind can exist only in a healthy body and thus it is extremely important for the students to remain healthy. The college tries to provide safe and healthy classrooms which are well lighted and ventilated moreover the Rotaract club of the college organizes free eye check up camps for all. Dr. Joglekar, M.B.B.S. is on our panel. The College has appointed Ms. Janhavi Bavre, Counseling Psychologist, Disha Counseling Centre for Personal, Career Counseling and Vocational Guidance to the students. She also provides personal counseling to students and staff as well in today's stressful world.

### **33. Performance in sports activities :--**

This is one area in which MLDC excels and we have to our credit various events in which our college has won laurels. The college provides an exposure to develop a healthy mind and promote competitive spirit among the students by organizing numerous activities. The college provides indoor facilities for Chess, Table – Tennis & Carom games and a well equipped Gymnasium.

Our college teams participated in various Inter. Collegiate sports competitions & tournaments by Mumbai University Sports Department and numerous private invitation tournaments.

Our college Men Chess team also won a bronze medal.

### **34. Incentives to outstanding sportspersons :--**

- Special cash prizes and certificates are given to students who have excelled in various sports activities both at Inter university as well as inter collegiate levels.
- Special recognition is given to the Best sports person of the year.
- Special coaching is provided to students participating in volleyball tournaments and Kabbadi matches as well as Foot ball & Cricket.

### **35. Student achievements and awards :--**

- |      |                      |            |                     |
|------|----------------------|------------|---------------------|
| i)   | Inter Collegiate     | University | <b>Gold Medal</b>   |
|      | Youth Festival       | of Mumbai  |                     |
|      | Classical Instrument |            |                     |
| ii)  | Inter Collegiate     | University | <b>Gold Medal</b>   |
|      | Youth Festival       |            |                     |
|      | Classical Instrument | of Mumbai  |                     |
|      | State level          |            |                     |
|      | Competition          |            |                     |
| iii) | Inter Collegiate     | University | <b>Silver Medal</b> |
|      | Youth Festival       | of Mumbai  |                     |
|      | Folk Competition     |            |                     |

### **36. Activities of the Guidance and Counseling Cell :--**

Keeping up with the needs of time and society our college took the initiative to appoint a professional counselor for the college to guide the students and help them with the numerous stress and mental agonies of modern era. The services of the counselor is provided free of costs to all bonafide students of M L D C and complete secrecy is maintained regarding the identity and problems of the students seeking counseling. The counseling cell of the college has begun functioning only from the academic year 2007-08 onwards.

### **37. Placement services provided to students :--**

The remarkable shift in the job market has brought pressure and responsibility right to the steps of the educational institution. It is well understood that education should be directed towards making student employable besides the acquisition of degree. MLDC provide numerous opportunities of employment through campus recruitment, to meritorious students and 23 of our students were selected for placement at ICCI Prudential.

### **38. Development programmes for non-teaching staff :--**

The non-teaching staff of any academic institution is it's backbone. Smooth functioning of the institution is possible only with the development and progress of the non-teaching staff. In lieu with this requirement our non-teaching staff has been encouraged to participate in numerous Inter collegiate cultural and sports events and have brought laurels to the college.

### **39. Best practices of the institution. :--**

- Met parents to update them on students lack of attendance.
- held an orientation programme for all students of S.Y.B.Com. before seeking admission to T.Y.B.Com. to help the, in choosing the optional subjects at the T.Y.B.Com. level.
- A session of Special guest lectures were held especially for the T.Y.B.Com. students in the month of January i.e. before their Final examination. Faculty from other colleges who are paper setters, examiners or moderators were invited to guide the students regarding how to write and prepare for the papers.

### **40. Linkages developed with National / International, academic research bodies. :--**

NIL

### **Part C:**

#### **Detail plan of the institution for the next year :--**

- Complete the renovation work in the college and improve the infrastructural facilities like computer facilities, modern canteen, additional class rooms for the fast expanding self financing course.
- To conduct seminars and workshops in the college.
- To academically orient the students to concentrate on merit along with the overall development of the personality.
- To encourage research and research oriented activities for the teachers as well as students.